Message: Personnel Qualification Sheet Template 2-1-17.docx

✉ Personnel Qualification Sheet Template 2-1-17.docx

From	Kristen M. Setterlund, MSW, LCSW	**Date**	Wednesday, February 1, 2017 12:45 PM
To	Kraft, Emily		
Cc			
Journal Recipients	Emily.Kraft@oa.mo.gov		

📄 **Personnel Qualification Sheet Template 2-1-17.docx** (33 Kb HTML)

Hi Emily,
We have two new staff that started in January that need to be added to the ATA database for January billing. I've attached the personnel sheet for them.
Thanks,
Kristen

ALTERNATIVES TO ABORTION (A2A) - PERSONNEL QUALIFICATIONS PAGE

July 1, 2015 – January 31, 2017

The Contractor shall complete the Personnel Qualifications Page and submit one copy to Emily Kraft, Commissioner's Office, Office of Administration, via email to (emily.kraft@oa.mo.gov) or fax 573-751-1212.

Contractor Name _____Adoption and Foster Care Coalition_____

   Point of Contact ____Kristen Setterlund_____ Telephone Number: _____314-787-5100_____

Subcontractor Name & City (if applicable) _____Lutheran Family and Children's Services, Columbia, MO_____

   Point of Contact ___Heather Wall_____ Telephone Number: ___573-815-9955_____

Employee Name, Phone Number, and Email Address* (Please provide work email address if the employee will need access to the system.*)	Professional or Non-Professional Case Manager	Position Qualifications	Supervisor / Contact Person and Phone Number (if different from above)	Employee Status N - New D – Delete A - Active	Effective Date	Need Access to System (Y / N)	Columns to be Completed by the A2A Program Manager	
							User Name For Login	Date Processed
Megan Carnahan MeganC@lfcs.org	Professional	MSW	Heather Wall	N	1/1/17	N		
Carrissa Bellehowar CarrissaB@lfcs.org	Professional	MA in Counseling	Heather Wall	N	1/1/17	N		

*This form should also be used if an active employee doesn't have access to the system and they need access; i.e. you would enter their name and email address, say they are an 'Active' employee and indicate 'Y' that they need access to the system. The A2A Manager will assign a User Name for Login purposes and an email will be generated to the employee's work email address provided. If someone no longer needs access to the system but they are still an active employee, you would indicate 'Active' and 'N'.